



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
INFORMATION TECHNOLOGY ANALYST 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 101914

Hours: 35 hours/week – Monday - Friday (1st shift)

Salary: \$72,762* – \$92,208 (EU-28) *employees new to state service start at beginning of range

Closing Date: September 15, 2014

Eligibility Requirement:

Candidates must have passed the **Information Technology Analyst 2** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for these particular vacancies.**

Examples of Duties:

- Plan, organize, manage and successfully complete complex projects
- Plan migrations, conversions, imaging, applications development, and 3rd party software implementations
- Decipher key project objectives and identify capabilities to bridge solutions with new technologies
- Perform tasks related to systems analysis, design, and development and SDM
- Collaborate and cooperate with intra agency, interagency and vendor staff to coordinate and accomplish project objectives
- Successfully manage multiple concurrent projects
- Develop technical and user documentation, including training materials
- SharePoint Site Collection administration, design and development including Site Branding
- Assign and maintain Active Directory and SharePoint permissions for all Sites, Lists, and Libraries
- Work with business users to develop solutions including simple to complex processes, workflows and forms
- Develop policy, procedures, and process improvement recommendations
- Provide support for 3rd party software solutions
- Performs related duties as required.

General Experience: Six (6) years of experience in information technology (IT) operations, programming, systems/software development or another IT related support area.

Special Experience: One (1) year of the General Experience must have been performing professional information technology work in one of the following areas:

1. Installation and support of microcomputer hardware, software and operating systems.
2. Analysis, design and development of information systems.
3. Network hardware and software installation and support.
4. Network hardware and/or software problem diagnosis and resolution.

NOTE: For State Employees basic technical support work is interpreted at the level of Information Technology Analyst 1.

Special Requirements: Incumbents in this position may be required to travel.

Preferred Skills & Experience:

- Capable in sound decision-making, problem solving, and addressing process improvement areas
- Knowledgeable in computer operations, installations, configurations, networks, network administration, security, programming, and troubleshooting
- Experience in Microsoft SharePoint and SharePoint Designer 2010
- Experience in Siebel CRM and Oracle Policy Manager
- Experience in JavaScript, jQuery, C#, .NET, HTML, and CSS, SOAP and/or REST

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106**

Attn: Ms. Selestian Patterson

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6129 Right Fax: 860-920-3045

Application materials can be emailed, faxed, or mailed.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.